



Buhl Building ▪ 535 Griswold Street, Suite 600 ▪ Detroit, MI 48226

Board of Directors Meeting

December 2, 2021



Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

ROLL CALL

Board of Directors Meeting

Date: December 2, 2021

CHAIRPERSON, MS. VICKI WOLBER

VICE-CHAIRPERSON, MS. HILARIE CHAMERS

MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. KHALIL RAHAL

MR. BRET RASEGAN

MR. JOHN PAUL REA

Tiffany Martin-Patterson, SMART Board Secretary



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 2, 2021
2:00 PM**

AGENDA

<u>ITEM:</u>	<u>ACTION:</u>	<u>PRESENTED BY:</u>
1. Call to Order		V. Wolber
A) Pledge of Allegiance		
2. Roll Call		T. Martin
3. Adoption of Agenda	Approval	V. Wolber
4. Certification of Public Notice	Information	T. Martin
5. Minutes		
A) Board Meeting Minutes for October 28, 2021	Approval	V. Wolber
B) Audit Committee Report	Information	Audit Committee Chair
6. Public Participation	Discussion	V. Wolber
7. Chairperson's Report	Information	V. Wolber
8. General Manager's Report	Information	D. Ferrell
9. Financial Reports		
A) Fiscal 2021 Audit Presentation	Approval	Plante & Moran
B) First Quarter Financial Report	Information	R. Byrne
10. New Business		
A) Resolution: Authorization to Increase Wages for Non-Union Employees	Approval	L. Sutter
B) Resolution: Authorization to Award a Contract for Professional Consulting Services to Conduct Operation Policy and Service Delivery Analysis	Approval	R. Cramer
C) Resolution: Authorization to Award a Contract for HVAC PM and Repair Services	Approval	R. Cramer
D) Resolution: Authorization to Award a Contract for Seon Bus Cameras	Approval	R. Cramer
E) Resolution: Authorization for Purchase Order Change Action (POCA) #3 Trapeze OPS Accrual Generation Module	Approval	R. Cramer

F) Resolution: Authorization for Purchase Order Change Action (POCA) #1 Non-Warranty Cummins Engine Parts and Repair Services	Approval	R. Cramer
G) Resolution: LETC City Hall Project POCA #1	Approval	R. Cramer
H) Resolution: Community CARES Funding – Additional Funds	Approval	R. Cramer
I) Resolution: Authorization to Purchase and Construction for a New Vehicle Wash System <i>(To be provided under separate cover.)</i>	Approval	R. Cramer
J) Resolution: Oil, Lubricants, Fluids and Anti-Freeze Coolant <i>(To be provided under separate cover.)</i>	Approval	R. Cramer
K) Resolution: Authorization to Purchase 31 Cutaway Buses <i>(To be provided under separate cover.)</i>	Approval	R. Cramer
11. Board Member Business	Discussion	V. Wolber

Adjournment



Suburban Mobility Authority for Regional Transportation

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PUBLIC NOTICE

SMART will hold the December 2, 2021 Board of Directors meeting at 2 p.m. in SMART's Board Room located on the sixth floor of the Buhl Building, 535 Griswold Street, Detroit, MI 48226.

Consistent with Federal TSA Mask Mandate, MiOSHA, and SMART policies; all physically present at the meeting must adhere to the following policies:

- Wear a mask at all times regardless of vaccination status
- Pass a temperature check and health screening questionnaire
- Virtual attendance is strongly encouraged, and full public participation is still available via Zoom.

The agenda can be found [on SMART's website: http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule](http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule)

Members of the public may attend in person, or virtually/phone.

To attend virtually; on a smartphone, tablet or computer; please enter this URL in a web browser:
<https://smartbus.zoom.us/j/97955560638>

Via phone only, please dial: (301) 715-8592
Webinar ID: 979 5556 0638 (no password required)

One-tap mobile:
+13017158592,,97955560638# or
+13126266799,,97955560638#

Members of the Public may also submit a written comment to be read at the Public Comment period by emailing SMARTBoard@smartbus.org by 1:45 p.m. on the day of the meeting.

Requests for reasonable accommodations at SMART require advance reservations. Individuals with disabilities requiring assistance should contact SMARTBoard@smartbus.org or 313-223-2110 as soon as possible. If you have difficulties joining the virtual session, contact SMARTBoard@smartbus.org or 248-419-7912 and we will assist you to the best of our abilities.

Public Comment will proceed as follows:

- All comments: 5 minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order
 - Members of the public who attend in person
 - Members of the public on Zoom/phone
 - Written comments via email. The Board Secretary will read any submitted comments



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

BOARD OF DIRECTORS MEETING

PROPOSED MINUTES – October 28, 2021

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday October 28, 2021 at 2:13 PM. The meeting was held at 535 Griswold, Suite 600, Detroit, MI 48226 and via a digital public video conference.

ATTENDANCE

SMART Board of Directors:	Chairperson	Ms. Vicki Wolber
	Vice-Chairperson	Ms. Hilarie Chambers
		Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. Bret Rasegan
		Mr. John Paul Rea
Absent Board Members:		Mr. Khalil Rahal
SMART General Manager:		Mr. Dwight Ferrell
SMART Staff Present:		Mr. Brandon Adolph
		Ms. Melinda Arndt
		Mr. Fred Barbret
		Mr. Darren Beach
		Ms. Laura Bieniek
		Mr. Ryan Byrne
		Ms. Sabrina Clay
		Mr. Robert Cramer
		Ms. Laura Emerson
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Mr. Dustin Hagfors
		Ms. Melissa Hightower
		Mr. Ian Holme
		Ms. Lynette Hurt
		Ms. Carol Jones
	Ms. Angie Kelley	
	Ms. Nichole Peters	
	Mr. Sean Riopelle	
	Ms. Lacey Shepard	
	Ms. Leeya Sutter	

Mr. Andy Thorner
Mr. Tony Vinson
Mr. Mark Watson
Ms. Patty Wailing
Mr. D’Andrae Whitley

Public Registered:

Passenger	Ms. Patty Fedewa
Passenger	Brother Cunningham
Passenger	Mr. Robert Pawlowski
Passenger	Mr. Thomas Yazback
Transit Riders United	Ms. Megan Owens

1. Call to Order

A) Pledge of Allegiance

2. Roll Call

Present: Chairperson Ms. Vicki Wolber, Vice-Chairperson Ms. Hilarie Chambers, Mr. Abdul Haidous, Mr. Bret Rasegan, and Mr. John Paul Rea, Mr. Royce Maniko

Absent: Mr. Khalil Rahal

A quorum was present.

3. Public Notice and Rules of Order

The Secretary read the Public Notice and Rules of Order into the record.

4. Adoption of Agenda

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, to approve the Agenda for the October 28, 2021 Board meeting.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

5. Appointment of Officers to the SMART Board of Directors

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to appoint Ms. Vickie Wolber, Macomb County as SMART’s Board Chairperson and Ms. Hilarie Chambers as SMART’s Board Vice-Chairperson.

DISCUSSION

None

VOTE: THE MOTION CARRIED.

6. Minutes

A. Board Meeting Minutes for September 28, 2021

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, to approve the Board meeting minutes for September 28, 2021.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

7. Public Participation

Chairperson Ms. Vickie Wolber declared the meeting open for Public Participation.

➤ Ms. Patty Fedewa – Passenger

DISCUSSION:

- SMART’s driver shortage.
- SMART Board members and staff should not receive parking passes and take the bus to the board meetings.

➤ Mr. Robert Pawlowski - Passenger

DISCUSSION:

- Requested additional articulated busses on the FAST routes.
- Information panels are missing for Routes 140 and 160.
- Thanked SMART for the public outreach for Metro Express.

➤ **Mr. Thomas Yazback** – Passenger

DISCUSSION:

- SMART buses are passing passengers, FLEX buses should be available when this occurs.
- Troy Flex service should be extended to Royal Oak, specifically on weekends when Route 430 is not available to connect Troy Flex to the Royal Oak Transit Center and associated weekend route transfers.

➤ **Brother Cunningham** – Passenger

DISCUSSION:

- Provide a sign at the Woodward and Manchester location to say the bus stop was moved one block.
- Requested FAST service stop at Woodward and Six Mile.
- Install additional bus shelters for the winter.
- Utilize SMART's bus audio system and bus wraps to advertise employment.
- Add Wi-Fi service to the buses.
- Utilize Plexiglass instead of glass for the bus shelters.
- Provide Porta Potties for passengers and drivers.

8. Chairperson's Report

DISCUSSION:

Chairperson Wolber thanked Mr. Ferrell and Mr. Cramer for meeting with her to review the board book and discuss opportunities for SMART. She also thanked Mr. Ferrell, Mr. Cramer and Mr. Fred Barbret for meeting with Macomb County Executives to discuss the upcoming mileage.

9. Staff Reports

A. General Manager & Deputy General Manager Report

DISCUSSION:

- Improving SMART Board Meetings
- Electric Bus Update
- Small Bus/Community Scheduling & Dispatch
- SMART Flex Data, Survey & Marketing
- Preview of Future KPI Reporting
- O/T Information
- Hiring Efforts Update

10. New Business

A. Resolution: Engagement Survey

MOTION: Moved by Mr. John Paul Rea, seconded by Ms. Vicki Wolber, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the Engagement Survey.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

B. Resolution: Authorization to Award a Contract for General Advertising Services

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three year contract in the amount of \$1,500,000.00 with 2-1 year renewal options subsequent amounts of \$500,000.00 and \$500,000.00 for General Advertising Services to The Berline Group. The total contract amount is \$2,500,000.00.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

C. Resolution: Authorization for Purchase Order Change Action (POCA) #1 Rytec Door Parts

MOTION: Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$55,000.00 to KVM Door System, Inc.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

D. Resolution: Authorization to Execute Michigan Department of Transportation (MDOT) master Agreement Contract No. 2022-0138 and Project Authorizations and Amendments for State Fiscal years 2022-2025

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan, that the General Manager of SMART is authorized and directed to execute on behalf of SMART all such Project Authorizations with MDOT for passenger transportation related services for the Agreement period.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

E. Resolution: Authorization to Participate in MDOT's USDOT Grant Application for Surface Transportation System Funding Alternatives Grant Program (STSFA)

MOTION: Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve participation, including specified in-kind contributions, in the MDOT grant application for USDOT Grant Application for Surface Transportation System Funding Alternatives Grant Program

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

F. Resolution: Authorization to Award a Six-Month Interim Contract for Bus Tire Lease and Tire Related Services

MOTION: Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award an Interim Contract to Michelin North America, Inc. for Tire Lease and Tire Related Services starting November 1, 2021 through April 30, 2022 for an amount of \$351,000.00. All pricing, terms and condition are based on the current and the service shall remain unchanged.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

G. Resolution: Authorization to Award a Three-Month Interim Contract for Wide Area Network

MOTION: Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea, that the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award an Interim Contract to Crown Castle Fiber for Wide Area Network starting November 1, 2021 through February 28, 2022 for an amount of \$24,000. All pricing, terms and conditions are based on the current contract and the service shall remain unchanged.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

H. Resolution: Pay Equity Adjustment for Deputy General Manager

MOTION: Moved by Mr. Bret Reagan, seconded by Mr. John Paul Rea, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART), hereby authorizes a pay equity adjustment of \$27,559.99 for the Deputy General Manager.

DISCUSSION:

None

VOTE: THE MOTION CARRIED.

11. Board Member Business

DISCUSSION:

Mr. Maniko stated the importance of SMART being a member of the American Public Transportation Authority (APTA). Mr. Ferrell informed the board staff will be attending the APTA conference.

Adjournment

There being no further business to come before the Board, upon motion made by Mr. Bret Rasegan, seconded by Mr. John Paul Rea, and unanimously carried, the meeting adjourned at 4:09 PM.

Respectfully submitted,

Tiffany Martin-Patterson

Tiffany Martin-Patterson
Secretary to the Board of Directors

DATE:	December 2, 2021	DISPOSITION SOUGHT:	Receive and File
TO:	SMART Board of Directors	SUBMITTED BY:	Director of Finance
FROM:	Finance Department	APPROVED BY:	General Manager

SUBJECT: Audited Financial Statements for the Year Ending June 30, 2021 including Other Independent Auditor Reports

RECOMMENDATION:

That the Board approve the attached resolution to:

1. Receive SMART's FY 2020/21 audit reports:
 1. Audited Financial Statements
 2. Single Audit Report
 3. Statement of Auditing Standard Annual Auditors Letter to the Board
2. Direct the Director of Finance to file them prior to 12/31/2021 to the proper federal and state agencies as required by law

SUMMARY:

Attached, please find the completed Fiscal Year 2020/21 SMART audited Financial Statements, Single Audit Report (Federal Awards Supplemental Information) and Statement of Auditing Standard (AU 260) annual Auditors Letter to the Board. The Audit Committee reviewed a draft of these communications at their 11/4/2021 Audit Committee meeting with the independent auditors and staff.

All items were recommended by the Audit Committee to come to the Board, for Board consideration, at its 11/4/2021, Board meeting contingent upon receiving auditor opinions on the 2020/21 financial statements and Single Audit. In addition, SMART staff was to complete the unaudited Other Supplemental Information schedules which are attached to the independent audited financial statements and also forward a signed Representation Letter to the Auditors prior to audit submittal to the Board. All of these items are complete.

DISCUSSION:

In accordance with PA 204 of 1967 as amended and PA 2 of 1968 as amended the Suburban Mobility Authority for Regional Transportation must have an annual independent audit of its financial records and internal controls. The Federal government, under U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and audit Requirements for Federal Awards also requires a Single Audit (Federal Awards Supplemental Information Report) to be performed by an independent auditor if the value of federal dollars received is \$750,000 or greater. Under Generally Accepted Auditing Standards, the auditors also provides to SMART a communication to those charged with governance relating to internal controls at SMART and highlighting other auditor recommendations and related financial information within this document.

The draft audit, Single Audit and Statement of Auditing Standard letter was presented to the Audit Committee at their 11/4/2021 meeting. After review with the independent auditors and staff, the Audit committee voted to move all items to the full Board of Directors for review and consideration subject to the Authority obtaining the final financial statement opinion from the auditors, a federal awards supplemental information opinion letter from the auditors and staff preparing and providing the Other Supplemental Financial Information which is attached to the audit report. Further, staff was also required to provide the required signed representation letter to the independent auditors on or before 12/2/2021. All items are complete and if applicable, part of the final reporting package to the Board.

ATTACHMENTS:

- A. Resolution
- B. Audited FY 2020/21 Financial Statements,
- C. Federal Awards Report
- D. Statement of Auditing Standard Letter to the Board

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Receive and File the Audited Financial Statements for the Year Ending June 30, 2021 including Other Independent Auditor Reports

- Whereas, Public Act 2 of 1968 as amended and Public Act 204 of 1967 requires and independent audit of the Authority's financial statements annually; and
- Whereas, The Board of Directors appointed the independent public accounting firm of Plante Moran to perform the annual audit for the year ending June 30, 2021; and
- Whereas, The Authority requires the financial statements to be reviewed by the Authority's Audit Committee prior to the approval by the full Board of Directors; and
- Whereas, The Authority Audit Committee met on 11/4/2021, to review said statements and supporting documents with the independent auditors, and forwarded the audited financial statements and support documents to the Board for their approval; and
- Whereas, Upon approval by the Board of Director's Public Act 2 of 1968 as amended requires that all Cities, Villages and Townships along with the Authority to file their annual audited financial statements with the State of Michigan, Department of Treasury no later than six months after the end of their fiscal year; and
- Whereas, The Federal Government requires the Authority to submit its audited federal funds (single audit) to the federal government upon completion of its annual audit but no later than March 31 after the Authority's fiscal year end. Therefore be it:

- RESOLVED: that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the following reports:
1. The 6/30/2021, audited financial statements, and accompanying independent auditors report dated 11/10/2021,
 2. The audited single audit report for the year ended 6/30/2021, and the accompanying Independent Auditors reports dated 11/10/2021, regarding the Report on Schedule of Expenditures of Federal Awards, the Report on Internal Control
 3. The Report on Compliance, the 11/10/2021 Other Required Communications letter and

BE IT FURTHER RESOLVED: that the Board directs the Director of Finance to submit all reports to their proper federal and state agencies as required by state and federal law prior to 12/31/2021.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date

Board Secretary

No.



Suburban Mobility Authority for Regional Transportation

1st Quarter Financial Report

FY2022 – September 30, 2021

As Presented By:

Finance Department

3rd Quarter FY2021 Financial Reports

Submitted By: Ryan Byrne, CPA, Director of Finance

12/3/21

The first quarter financial statement of FY 2022 has been completed. SMART's balance sheet remains stable. As compared to first quarter FY2021, FY2022 total assets for the same period are 9.8% higher. The key individual asset that supports the asset increase is Grants Receivable, due timing of CARES Act grant funding receipts. Total first quarter FY2022 liabilities (excluding pension and OPEB) are up 8.2% as compared to first quarter FY2021. This overall liability increase is largely a result of the timing of payments on the Authority's accounts payable, and payables under Municipal and Community Credit programs. The net asset unrestricted balance remains positive, meaning the authority maintains a small surplus of assets over liabilities.

First quarter FY2022, overall revenues compared to FY2022 overall appropriation is below target by approximately 10.17% or \$2,723,232. Fare revenue remains lower than pre pandemic levels, as a result of lower ridership, and state reimbursements where lower than budget as a result of lower spending. The Authority continues to utilize Federal relief funding, to alleviate budget shortfalls created by additional COVID-19 related expenses and reduced fare revenue.

First quarter FY2022, overall actual expenditures compared to FY 2022 appropriation for the same time period are currently 14.65% below FY2022 appropriation. Fixed route costs, as well as connector and general administration personal services costs (wages and fringes) are down as compared to current appropriation. This trend is largely due to open fixed route and connector bus positions, and reduced service miles as compared to pre pandemic levels.

I will be available to answer any questions regarding this report at the Board's convenience.

Director of Finance Report Page 1

SMART - General
STATEMENT OF REVENUE AND EXPENSES
FUNCTIONAL STATEMENT
For the Three Months Ending September 30, 2021

SMART OPERATIONAL INCOME STATEMENT					FY 2021/22	
	ACTUAL	BUDGET	VARIANCE	% VARIANCE	ANNUAL BUDGET	BUDGET REMAINING
REVENUES						
Route Revenue:						
Fare Revenue	\$1,081,170.26	\$1,009,947.00	\$71,223.26	-7.05%	\$4,039,800.00	(\$2,958,629.74)
Mircotransit	7,106.72	252.00	6,854.72	-2720.13%	1,000.00	6,106.72
Total Route Revenue	1,088,276.98	1,010,199.00	78,077.98	-7.73%	4,040,800.00	(2,952,523.02)
Federal Sources:						
Section 5307	2,999,999.99	999,999.00	2,000,000.99	-200.00%	4,000,000.00	(\$1,000,000.01)
Other Federal Grants	153,489.56	209,748.00	(56,258.44)	26.82%	839,000.00	(\$685,510.44)
Section 5307 CARES Act		2,700,000.00	(2,700,000.00)		10,800,000.00	(\$10,800,000.00)
Total Federal Sources	3,153,489.55	3,909,747.00	(756,257.45)	19.34%	15,639,000.00	(12,486,276.45)
State Sources:						
State Act 51 SMART	4,872,387.00	10,605,999.00	(5,733,612.00)	54.06%	42,424,000.00	(\$37,551,613.00)
State PM Match	749,999.99	249,999.00	500,000.99	-200.00%	1,000,000.00	(\$250,000.01)
Other State Revenue	21,879.85	45,249.00	(23,369.15)	51.65%	181,000.00	(159,120.15)
Total State Sources	5,644,266.84	10,901,247.00	(5,256,980.16)	48.22%	43,605,000.00	(37,960,733.16)
Local Sources:						
Contributions from Local Transit Authorities	19,312,500.00	19,312,500.00		0.00%	77,250,000.00	(\$57,937,500.00)
Contra Revenue - Local Contribution	(37,500.00)	(37,500.00)		0.00%	(150,000.00)	112,500.00
Total From Local Sources	19,275,000.00	19,275,000.00	0.00	0.00%	77,100,000.00	(57,825,000.00)
Other Income:						
Advertising	240,256.00	187,497.00	52,759.00	-28.14%	750,000.00	(\$509,744.00)
Rental Income	9,615.81	15,003.00	(5,387.19)	35.91%	60,000.00	(\$50,384.19)
Interest Income	(2,011.01)	37,500.00	(39,511.01)	105.36%	150,000.00	(\$152,011.01)
Fleet Maint Reimbursement	85,739.05	36,249.00	49,490.05	-136.53%	145,000.00	(\$59,260.95)
Admin Fees Revenue	139,795.74	212,748.00	(72,952.26)	34.29%	851,000.00	(\$711,204.26)
Miscellaneous	124,762.84	80,520.00	44,242.84	-54.95%	322,100.00	(\$197,337.16)
Local Comm Transit Operating Rev	42,144.24	55,749.00	(13,604.76)	24.40%	223,000.00	(\$180,855.76)
Local Comm Stabilization	0	499,998.00	(499,998.00)	100.00%	2,000,000.00	(2,000,000.00)
Total Other Income	640,302.67	1,125,264.00	(484,961.33)	43.10%	4,501,100.00	(3,860,797.33)
Restricted Pass Through Revenue (Exp Match):	2,235,860.02	3,533,299.00	(1,297,438.98)	36.72%	14,134,000.00	(\$11,898,139.98)
TOTAL REVENUES	32,037,196.06	39,754,756.00	(7,717,559.94)	19.41%	159,019,900.00	(126,982,703.94)

SMART - General
 STATEMENT OF REVENUE AND EXPENSES
 FUNCTIONAL STATEMENT
 For the Three Months Ending September 30, 2021

EXPENSES

WAGE AND WAGE RELATED EXPENSES:

ACTIVE EMPLOYEES:

Active Salaries, Wages & Taxes

Administrative	1,679,122.77	1,919,428.00	240,305.23	12.52%	7,379,900.00	5,700,777.23
Operations	8,858,410.00	9,683,930.00	825,520.00	8.52%	37,337,000.00	28,478,590.00
Maintenance	2,633,451.42	2,736,394.00	102,942.58	3.76%	10,695,300.00	8,061,848.58
Total Active Salaries, Wages, Taxes	13,170,984.19	14,339,752.00	1,168,767.81	8.15%	55,412,200.00	42,241,215.81
% of Total Revenue						

Active Employee Benefits:

Hospitalization/Medical	2,286,008.45	3,173,400.00	887,391.55	27.96%	12,693,900.00	10,407,891.55
Premium Sharing Healthcare	(395,205.25)	(375,900.00)	19,305.25	-5.14%	(1,503,300.00)	(1,108,094.75)
Life, AD&D, Drug, Dental, Optical	269,267.29	333,600.00	74,342.94	22.29%	1,334,700.00	1,065,432.71
Other Employee Benefits	98,804.69	101,250.00	2,445.31	2.42%	404,700.00	305,895.31
Workers Compensation	288,924.00	288,900.00	(24.00)	-0.01%	1,155,700.00	866,776.00
Health Care Saving Plan	181,699.18	225,000.00	43,300.82	19.24%	900,300.00	718,600.82
FICA	1,085,469.07	1,041,900.00	(43,569.07)	-4.18%	4,168,000.00	3,082,530.93
Pension Funding	3,799,640.14	3,982,800.00	183,159.86	4.60%	15,931,100.00	12,131,459.86
Premium Sharing Pension	(520,429.21)	(612,000.00)	(91,570.79)	14.96%	(2,448,500.00)	(1,928,070.79)
Total Active Employee Benefits	7,094,178.36	8,158,950.00	1,064,771.64	13.05%	32,636,600.00	25,542,421.64

% of Total Active Wages

54% 57%

Total Active Employee Wages & Benefits:	20,265,162.55	22,498,702.00	2,233,539.45	9.93%	88,048,800.00	67,783,637.45
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RETIRED EMPLOYEES:

Post Employment Benefits:

OPEB Net Unfunded Obligation	1,875,000.00	1,875,000.00		0.00%	7,500,000.00	5,625,000.00
Retiree Medical & Drug Premiums	1,904,280.27	2,393,973.00	489,692.73	20.46%	9,575,900.00	7,671,619.73
Total Post Retirement	3,779,280.27	4,268,973.00	489,692.73	11.47%	17,075,900.00	13,296,619.73

Total Wage & Wage Related Expenses	\$ 24,044,443	\$ 26,767,675	\$ 2,723,232	10.17%	\$ 105,124,700	\$ 81,080,257
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SMART - General
 STATEMENT OF REVENUE AND EXPENSES
 FUNCTIONAL STATEMENT
 For the Three Months Ending September 30, 2021

Operations:

Operational Expenses

Direct Variable (Vehicle):

Diesel Fuels	1,321,285.45	1,581,276.00	259,990.55	16.44%	6,325,100.00	5,003,814.55
Gas, Oil, Lubricants, Etc.	67,464.29	131,724.00	64,259.71	48.78%	526,900.00	459,435.71
Repair Parts	573,321.99	817,503.00	244,181.01	29.87%	3,270,000.00	2,696,678.01
Leased Batteries	0.00	35,100.00	35,100.00	100.00%	140,000.00	140,000.00
Tires	227,841.69	202,998.00	(24,843.69)	-12.24%	812,000.00	584,158.31
Vehicle Liability	1,741,819.82	1,676,178.00	(65,641.82)	-3.92%	6,704,700.00	4,962,880.18
Bus Contract Repairs-Maintenance	479,886.90	268,518.00	(211,368.90)	-78.72%	1,074,100.00	594,213.10
Contract Repairs-Accidents		9,999.00	9,999.00	100.00%	40,000.00	40,000.00
Towing	37,855.00	46,501.00	8,646.00	18.59%	186,000.00	148,145.00
Other Repair Parts	1,020.00	14,997.00	13,977.00	93.20%	60,000.00	58,980.00
Total Direct Variable (Vehicle)	4,450,495.14	4,784,794.00	334,298.86	6.99%	19,138,800.00	14,688,304.86

Microtransit

	514,206.00	599,700.00	85,494.00	14.26%	2,400,000.00	1,885,794.00
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Indirect Variable:

Fare Collection Costs	71,610.14	141,744.00	70,133.86	49.48%	567,000.00	495,389.86
Route Facilities Maint.	29,968.48	58,024.00	28,055.52	48.35%	188,300.00	158,331.52
Other-Operational	27,349.22	41,751.00	14,401.78	34.49%	167,000.00	139,650.78
Total Indirect Variable	128,927.84	241,519.00	112,591.16	46.62%	922,300.00	793,372.16

Facilities:

Utilities	328,790.99	412,163.00	83,372.01	20.23%	1,648,800.00	1,320,009.01
Contract Bldg Maint	140,282.50	209,754.00	69,471.50	33.12%	839,000.00	698,717.50
Building Maint	26,700.12	52,566.00	25,865.88	49.21%	210,300.00	183,599.88
Other-Maintenance	68,256.25	73,968.00	5,711.75	7.72%	295,900.00	227,643.75
Business Insurance	18,942.00	19,749.00	807.00	4.09%	79,000.00	60,058.00
Total Facilities	582,971.86	768,200.00	185,228.14	24.11%	3,073,000.00	2,490,028.14

Total Operational Expenses	\$ 5,676,601	\$ 6,394,213	\$ 717,612	11.22%	\$ 25,534,100	\$ 19,857,499
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SMART - General
STATEMENT OF REVENUE AND EXPENSES
FUNCTIONAL STATEMENT
For the Three Months Ending September 30, 2021

Administration, Other, Spec Serv, Contingency:

Administration

General Supplies	58,697.83	95,892.00	37,194.17	38.79%	383,900.00	325,202.17
Professional, Outside Serv	327,018.42	410,370.00	83,351.58	20.31%	1,641,600.00	1,314,581.58
Outside Counsel-non V/L & W/C	867.00	75,000.00	74,133.00	98.84%	300,000.00	299,133.00
Computer Maint	35,812.44	186,198.00	150,385.56	80.77%	744,800.00	708,987.56
Marketing Expense	39,988.20	271,872.00	231,883.80	85.29%	1,087,500.00	1,047,511.80
Other Administration	128,078.60	134,145.00	6,066.40	4.52%	536,900.00	408,821.40
Total Administration	\$ 590,462	\$ 1,173,477	\$ 583,015	49.68%	\$ 4,694,700	\$ 4,104,238

Other

Vehicle Purchase Expense	0.00	108,498.00	(405,708.35)	-373.93%	434,000.00	434,000.00
Depreciation-Eligible	62,700.00	62,499.00	(201.00)	-0.32%	250,000.00	187,300.00
Funded & Capital Grant Transfer	(942.32)		942.32	0.00%		942.32
Total Other	\$ 61,758	\$ 170,997	\$ 109,239	63.88%	\$ 684,000	\$ 622,242

Special Services:

Community Credit Exp.	995,844.00	995,850.00	6.00	0.00%	3,983,400.00	2,987,556.00
POS, Comm Transit Svc & Alloc Overhead	218,863.74	216,246.00	(2,617.74)	-1.21%	865,000.00	646,136.26
Total Special Services	\$ 1,214,708	\$ 1,212,096	\$ (2,612)	-0.22%	\$ 4,848,400	\$ 3,633,692

Contingency	492,194.84	999,999.00	\$ 507,804	50.78%	\$ 4,000,000	\$ 3,507,805
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Restricted Pass Through Expense (Rev. Match)	2,181,584.02	3,533,094.00	705,907.47	19.98%	14,134,000.00	11,952,415.98
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Total Operational & Administration Expenses	\$ 10,217,308	\$ 13,483,876	\$ 3,266,568	24.23%	\$ 53,895,200	\$ 43,677,892
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TOTAL EXPENSES (Wages & Operational)	\$ 34,261,750	\$ 40,251,551	\$ 5,989,801	14.88%	\$ 159,019,900	\$ 124,758,150
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NET INCOME (LOSS)	\$ (2,224,554)	\$ (496,795)	\$ (1,727,759)			
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SMART FUNCTIONAL INCOME STATEMENT	1st Quarter FY 2021/22			
	ACTUAL	BUDGET	\$\$ VARIANCE FAV(UNFAV)	% VARIANCE
REVENUES				
FEDERAL OPERATING REVENUE				
Section 5307 & 5309	\$2,999,999.99	\$999,999.00	(2,000,000.99)	-200.00%
Other Federal Grants	153,489.56	209,748.00	56,258.44	26.82%
Sec 5307 CARES Act	-	2,700,000.00	2,700,000.00	0.00%
Total Federal Operating Revenue	3,153,489.55	3,909,747.00	756,257.45	18.56%
STATE OF MICHIGAN				
Act 51	4,872,387.00	10,605,999.00	5,733,612.00	54.06%
State PM Revenue	749,999.99	249,999.00	(500,000.99)	-200.00%
Other State Grant	21,879.85	45,249.00	23,369.15	51.65%
Total State Operating Revenue	5,644,266.84	10,901,247.00	5,256,980.16	48.22%
LOCAL CONTRIBUTION				
Contribution From County Transit Authorities	19,312,500.00	19,312,500.00		0.00%
Contra Revenue - Local Contribution	(37,500.00)	(37,500.00)		0.00%
Total Local Contribution Revenue	19,275,000.00	19,275,000.00	0.00	0.00%
Local Comm Stabilization		499,998.00	499,998.00	100.00%
OPERATIONS:				
Fixed Route	1,317,818.52	1,188,021.00	(129,797.52)	-10.93%
Connector	124,012.35	140,697.00	16,684.65	11.86%
Mircotransit	7,106.72	252.00	(6,854.72)	-2720.13%
Admin Fee Revenue	139,795.74	212,748.00	72,952.26	34.29%
Interest Revenue	(2,011.01)	37,500.00	39,511.01	105.36%
Fleet Maint Reimbursement	85,739.05	36,249.00	(49,490.05)	-136.53%
Other Revenues	56,118.28	19,998.00	(36,120.28)	-180.62%
Restricted Revenue	2,235,860.02	3,533,299.00	1,297,438.98	36.72%
Total Operating Revenues	\$ 32,037,196	\$ 39,754,756	\$ (7,717,560)	-19.4%
OPERATING EXPENSES				
FUNCTIONAL OPERATIONS:				
Fixed Route	18,646,296.54	20,886,200.00	2,239,903.46	10.72%
Connector	4,153,958.39	4,281,710.00	127,751.61	2.98%
General Administration	6,996,102.59	8,567,755.00	1,571,652.41	18.34%
Microtransit	514,206.35	599,700.00	85,493.65	14.26%
Community Credits	995,844.00	995,850.00	6.00	0.00%
Nankin Transit Commission	81,999.00	81,999.00	0.00	0.00%
Other Purchase of Service	88,111.74	194,496.00	106,384.26	54.70%
Community Transit Service	48,753.00	48,249.00	(504.00)	-1.04%
Depreciation	62,700.00	62,499.00	(201.00)	-0.32%
Contingency	492,194.84	999,999.00	507,804.16	50.78%
Restricted Expenses	2,181,584.02	3,533,094.00	1,351,509.98	38.25%
Total Operating Expenses	\$ 34,261,750	\$ 40,251,551	\$ 5,989,801	14.9%
Operating Revenues over (under) Expenses	\$ (2,224,554)	\$ (496,795)	\$ (1,727,759)	

SMART
FY21 Quarterly Investment Report 3rd
Quarter Ended September 30, 2021

INVESTMENTS							
Month	BUSINESS MONEY MARKETS	Beginning Balance 7/1/2021	Account Transfers	Service Charges	Annual Interest Rate (%)	Investment Earnings	Ending Balance 9/30/2021
Jul	Comerica Business Money Market	\$ 105,701.72	\$ -	\$ (7.00)	0.08	7.18	\$ 105,701.90
Aug	Comerica Business Money Market	105,701.90	-	(7.00)	0.08	7.18	105,702.08
Sep	Comerica Business Money Market	105,702.08	-	(7.00)	0.06	6.72	105,701.80
Total Money Market Revenue - Comerica						\$ 21.08	
Jul	PNC Business Money Market	\$ 17,359,870.52	\$ -	\$ -	0.03	\$ 428.05	\$ 17,360,298.57
Aug	PNC Business Money Market	17,360,298.57	-	-	0.03	456.60	17,360,755.17
Sep	PNC Business Money Market	17,360,755.17	-	-	0.03	428.07	17,361,183.24
Total Money Market Revenue - PNC						\$ 1,312.72	
Month	COMERICA J-FUND	Beginning Balance 7/1/2021	Account Transfers	Service Charges	Annual Interest Rate (%)	Investment Earnings	Ending Balance 9/30/2021
Jul	Comerica J-Fund	\$ 73,565,663.95	\$ (14,816,710.90)	\$ (2,103.41)	0.014	\$ 570.15	\$ 58,747,419.79
Aug	Comerica J-Fund	58,747,419.79	(7,875,134.01)	(2,713.83)	0.016	575.40	50,870,147.35
Sep	Comerica J-Fund	50,870,147.35	(10,245,090.13)	(2,379.84)	0.010	399.81	40,623,077.19
Total J-Fund Revenue - Comerica						\$ 1,545.36	
Month	FLAGSTAR PREMIER SAVINGS	Beginning Balance 7/1/2021	Account Transfers	Service Charges	Annual Interest Rate (%)	Investment Earnings	Ending Balance 9/30/2021
Jul	Flagstar Premier Savings	\$ 32,283,677.67	\$ -	\$ -	0.15	\$ 4,112.85	\$ 32,287,790.52
Aug	Flagstar Premier Savings	32,287,790.52	-	-	0.15	4,113.38	32,291,903.90
Sep	Flagstar Premier Savings	32,291,903.90	-	-	0.15	3,981.19	32,295,885.09
Total Money Market Revenue - Comerica						\$ 12,207.42	
LONG-TERM INVESTMENTS		Beginning Balance 7/1/2021	Additions & Withdrawals	Average Coupon Rate/Interest (%)	Accrued Interest	Investment Earnings	Ending Balance 9/30/2021
Jul-Sep	Money Market Funds - Comerica Wealth Mgt.	\$ 41,475.44	\$ 7,449.89	1.00%	\$ -	\$ -	\$ 48,925.33
Jul-Sep	Fixed Income - Commercial Paper	-	-	0.00%	-	-	-
Jul-Sep	Fixed Income - Certificates of Deposit	10,664,425.10	-	0.37%	2,061.29	(66,349.50)	10,598,075.60
Jul-Sep	Investment in US Government Bonds (AAA/AA+)	7,699,135.85	-	0.50%	7,760.88	31,979.85	7,731,115.70
Total Revenue From Long-term Investment Activity		\$ 18,405,036.39	\$ 7,449.89		\$ 9,822.17	\$ (34,369.65)	\$ 18,378,116.63

Combined cash and Investments as of September 30, 2021	
BANK	AMOUNT
Comerica Money Market	\$ 105,702
PNC Money Market	\$ 17,361,183
Comerica J-Fund	\$ 40,623,077
Flagstar Premerir Savings Account	\$ 32,295,885
Long-term Investments	\$ 18,378,117
Comerica Earnings Credit Account (General Fund)	\$ 25,000
PNC Earnings Credit Account	\$ 2,660,675
Others*	\$ 6,143
Total	\$ 111,455,782

* Hartford

DATE: December 2, 2021 DISPOSITION SOUGHT: Approval
TO: SMART Board of Directors SUBMITTED BY: Director of Human Resources
FROM: Director of Human Resources APPROVED BY: General Manager
SUBJECT: Authorization to Increase Wages for Non-Union Employees

SUMMARY:

Board authorization is requested to provide an across-the-board 2.5% wage increase for non-union employees to be effective January 1, 2022.

DISCUSSION:

We are proposing a 2.5% wage increase for our non-union employees effective January 1, 2022. This wage increase has been budgeted for both union and non-union employees for FY-2022.

RECOMMENDATION:

That the Board authorize a 2.5% wage increase for non-union employees effective January 1, 2022.

ATTACHMENT:

Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Increase Wages for Non-Union Employees

Whereas, SMART has budgeted a 2.5% wage increase for its union and non-union employees for Fiscal Year-2022; now therefore be it

RESOLVED, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby authorizes the General Manager to provide an across-the-board wage increase in the amount of 2.5% for non-union employees effective January 1, 2022.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted by the Board of Directors of the Suburban Mobility Authority for Regional Transportation at a legally convened meeting on December 2, 2022.

Date

Tiffany Martin, Board Secretary

No.



agenda item

DATE:	December 2, 2021	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Purchasing Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization to Award a Contract for Professional Consulting Services to Conduct Operation Policy and Service Delivery Analysis

RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for professional consulting services to conduct Operation Policy and Service Delivery Analysis
- to Nelson\Nygaard at 2 Bryant Street Suite 300, San Francisco, CA 94105
- for a one-time contract
- at a total cost of \$387,163.00

DISCUSSION

SMART's Transportation department is seeking to award a contract for a one-time purchase of consultant services. A study is needed to conduct operation policy and service delivery analysis; the analysis should lead to recommendations for specific modifications toward the continual improvements with a focus on SMART's Fixed Route Bus Services.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source

Advertising: The project was advertised in the Michigan Chronicle and online.

of downloads: Two hundred and fifty-one (251) firms viewed the project, thirty-six (36) of the potential vendors downloaded the solicitation.

Number of offerors: 3 Proposals

Rationale for award: An evaluation and selection committee evaluated the three proposals in accordance to the criteria stated in the RFP. The proposal submitted by Nelson Nygaard was determined to be most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded via: Project 36691; Federal Grant N/A; State Grant 2017-0130 P26

The contract costs are summarized as follows

Description	Cost
Professional Consulting Services to Conduct Operation Policy and Service Delivery Analysis	\$387,163.00
Total Max	\$387,163.00

ATTACHMENTS:

- Resolution
- Consensus Score Sheet

/cb

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for a Professional Consulting Services to
Conduct Operation Policy and Service Delivery Analysis

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a requirement for professional consulting services to conduct operation policy and service delivery analysis of its fixed route bus service; and
- Whereas, An RFP for Operation Policy and Service Delivery Analysis was advertised and published on Michigan Inter-governmental Trade Network (MITN). Three proposals were received; and
- Whereas, An evaluation and selection committee was appointed by the Deputy General Manager and evaluated the three proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Nelson\Nygaard was determined to be responsive, responsible. Price was determined to be fair and reasonable based on the competitive quotes; and
- Whereas, Adequate funding is available in the State Grant 2017-0130 P26, Federal Grant N/A, Project 36691; and
- Whereas, The Director of Finance is satisfied that Nelson\Nygaard has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Nelson\Nygaard is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract for a one-time purchase of consultant services in the form of an Operation Policy and Service Delivery Analysis from Nelson\Nygaard. The amount of the contract shall not to exceed \$387,163.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date

Board Secretary

No. _____

Summary - Score sheet Evaluation

RFP 21-3417

Professional Consultant to Conduct Operation Policy and Service Delivery Analysis

Consensus Scoring Method	Understanding and Approach to Scope of Work	Qualifications of Key Personnel	Firm's Technical Expertise	Interview & Presentation	Price	Timeline	Total
	30	20	20	20	5	5	100
VENDORS							
AECOM	30	20	18	17	4	5	94
Nelson\Nygaard	29	20	20	20	4	5	98
Optimus SBR Inc.	28	20	18	18	5	5	94



agenda item

DATE: December 2, 2021
TO: SMART Board of Directors
FROM: Purchasing Department
DISPOSITION SOUGHT: Board Approval
SUBMITTED BY: General Manager
APPROVED BY: Certification Committee
SUBJECT: Authorization to Award a Contract for HVAC PM and Repair Services

RECOMMENDATION

That the Board adopt the attached resolution authorizing the award of a contract:

- for HVAC PM and Repair Services
- to Johnson Controls located at 6111 Sterling Drive N., Sterling Heights, MI 48312
- at a total cost of \$184,000.00.

DISCUSSION

SMART owns maintains and operates facilities in Wayne, Oakland and Macomb counties including the Royal Oak Transit Center. The heating ventilation and air-conditioning systems in all of these facilities require regular, routine maintenance in order to operate at peak efficiency. Furthermore, from time to time, it is necessary to perform minor repairs to this equipment.

PROCUREMENT PROCESS

Procurement Method: Sealed Bid Proposal Quotes Sole Source
Advertising Michigan Chronicle and Michigan Inter-governmental Trade Network
#of downloads 17
Number of offerors: Four proposals were received.
Rationale for award: An evaluation and selection committee evaluated the four proposals in accordance to the criteria stated in the RFP. The proposal submitted by Johnson Controls was determined to be most advantageous to SMART with price and RFP evaluation factors being considered. Price was determined to be fair and reasonable.

FUNDING & COSTS:

The project is funded via operating funds.

The contract costs are summarized as follows:

	Total Cost
Base 1 year	\$184,000
Option year 1	\$184,000
Option year 2	\$184,000
Total Cost	\$552,000

ATTACHMENTS:

- Resolution
- Consensus score sheet

/mp

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for HVAC PM and Repair Services

- Whereas, The heating ventilation and air-conditioning systems in all of these facilities require regular, routine maintenance in order to operate at peak efficiency. Furthermore, from time to time, it is necessary to perform minor repairs to this equipment; and
- Whereas, A Request for Proposal (RFP) was advertised and posted on MITN. Four proposals were received and they were determined responsive and responsible; and
- Whereas, An evaluation and selection committee was appointed by the Deputy Director and evaluated four proposals in accordance to the criteria stated in the RFP; and
- Whereas, The proposal submitted by Johnson Controls was determined to be the most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined fair and reasonable; and
- Whereas, The project is funded via operating funds; and
- Whereas, The Director of Finance is satisfied that Johnson Controls has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Johnson Controls is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a one-year contract for HVAC PM and Repair Services in the amount of a \$184,000 and two one-year renewal options in the amount of \$184,000 each year, with a total cost of \$552,000 with Johnson Controls.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date
No. _____

Board Secretary

Summary - Score sheet Evaluation
 RFP 22-3435
 HVAC PM and Repair Service

Consensus Scoring Method	Qualification & Experience of Vendor	Technical Expertise of Assigned Staff	Understanding the Scope of Work	Price	Total
	35	35	10	20	100

VENDORS

Johnson Controls	35	35	10	18	98
Miller-Bodt	35	35	10	14	94
Lyon Mechanical	35	35	10	12	92
Systemtemp	1	0	0	20	21

Price Tab 22-3435 HVAC PM and Repair Service

Preventative Maintenance	Systemp		Johnson Controls	Miller-Bolt	Lyon Mechanical
Annual Cost PM services per attachment A specifications and list of HVAC units					
Year 1	\$ 20,000.00		\$ 27,359.00	\$ 45,000.00	\$ 55,449.00
Option Year 1 (Year 2)	\$ 20,625.00		\$ 28,180.00	\$ 45,900.00	\$ 55,449.00
Option Year 2 (Year 3)	\$ 21,525.00		\$ 29,025.00	\$ 46,818.00	\$ 55,449.00
Parts cost - Cost plus %	25%		15%	15%	5%
Assume 65K in parts	\$ 6,500.00				\$ (6,500.00)
	\$ 109,350.00		\$ 108,183.00	\$ 110,400.00	\$ 126,750.00
Totals	\$ 178,000.00		\$ 192,747.00	\$ 248,118.00	\$ 286,597.00
Points - maximum 20	20		18	14	12

Calculation: ((Lowest price vendor) / vendor price) x 20 points

Labor Rate - Service Call	Johnson Controls				Miller-Bolt			
Apprentice Hourly Rate (assume 150 hours)								
	Standard time		Overtime	Weekend & Holiday	Standard time		Overtime	Weekend & Holiday
Year 1	\$ 75.00	\$ 11,250.00	\$ 112.50	\$ 150.00	\$ 65.00	\$ 9,750.00	\$ 79.00	\$ 93.00
Option Year 1 (Year 2)	\$ 77.25	\$ 11,587.50	\$ 115.88	\$ 154.50	\$ 67.00	\$ 10,050.00	\$ 81.00	\$ 95.00
Option Year 2 (Year 3)	\$ 79.57	\$ 11,935.50	\$ 119.35	\$ 159.14	\$ 69.00	\$ 10,350.00	\$ 83.00	\$ 97.00
Journeyman/Master Hourly Rate (assume 250 hours)								
Year 1	\$ 95.00	\$ 23,750.00	\$ 142.50	\$ 190.00	\$ 105.00	\$ 26,250.00	\$ 128.00	\$ 150.00
Option Year 1 (Year 2)	\$ 97.85	\$ 24,462.50	\$ 146.78	\$ 195.70	\$ 107.00	\$ 26,750.00	\$ 130.00	\$ 152.00
Option Year 2 (Year 3)	\$ 100.79	\$ 25,197.50	\$ 151.18	\$ 201.57	\$ 109.00	\$ 27,250.00	\$ 132.00	\$ 154.00
		\$ 108,183.00				\$ 110,400.00		

Labor Rate - Service Call	Systemp				Lyon Mechanical			
Apprentice Hourly Rate								
	Standard time		Overtime	Weekend & Holiday	Standard time		Overtime	Weekend & Holiday
Year 1	\$ 80.00	\$ 12,000.00	\$ 120.00	\$ 160.00	\$ 75.00	\$ 11,250.00	\$ 112.50	\$ 150.00
Option Year 1 (Year 2)	\$ 82.00	\$ 12,300.00	\$ 123.00	\$ 164.00	\$ 75.00	\$ 11,250.00	\$ 112.50	\$ 150.00
Option Year 2 (Year 3)	\$ 82.00	\$ 12,300.00	\$ 126.00	\$ 168.00	\$ 75.00	\$ 11,250.00	\$ 112.50	\$ 150.00
Journeyman/Master Hourly Rate								
Year 1	\$ 95.00	\$ 23,750.00	\$ 142.50	\$ 190.00	\$ 124.00	\$ 31,000.00	\$ 186.00	\$ 248.00
Option Year 1 (Year 2)	\$ 97.00	\$ 24,250.00	\$ 145.50	\$ 194.00	\$ 124.00	\$ 31,000.00	\$ 186.00	\$ 248.00
Option Year 2 (Year 3)	\$ 99.00	\$ 24,750.00	\$ 148.50	\$ 198.00	\$ 124.00	\$ 31,000.00	\$ 186.00	\$ 248.00
		\$ 109,350.00				\$ 126,750.00		

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Seon Bus Cameras

- Whereas, SMART determined there is a need to replace and upgrade Seon Bus cameras on the Fixed Route buses and the Connector buses; and
- Whereas, Our buses had been outfitted with Seon Systems video recording in 2014 and in order to ensure the new equipment is compatible with our current system, SMART must continue to use Seon Systems equipment; and
- Whereas, Therefore, the purchase was made through a sole source procurement solicitation. Seon Systems price was determined fair and reasonable; and
- Whereas, Funding in the amount of \$88,312.00 will be funded as follows: Project 40290; Federal Grant MI-2016-025 (5307); State Grant 2012-0170 P42; and
- Whereas, The Director of Finance is satisfied that Seon Systems has potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Seon Systems is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a contract in the amount of \$88,312.00 to Seon System Sales, Inc.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date

Board Secretary

No. _____

3.01A Pricing Form

The Offeror hereby offers to furnish to SMART all goods and/or services at the prices as proposed below, pursuant to all requirements, terms, and conditions as stated in the Sole Source Procurement and response.

Rates provided must be inclusive of all costs and fees, including but not limited to those fees imposed by Federal, state, and local governments. **No additional fees will be accepted.**

Pricing shall be valid for 90 days after the sole source solicitation due date.

NAME OF OFFEROR: Seon System Sales, Inc. (SEON)

Exterior Rear View Bus Cameras

QTY	Description	Unit Price	Extended Price
269	HD3W03EI75 HD Camera, Wedge, 2.8mm, external, IR TDN, 75' harness, to use with TH6 and TH8 DVRs Ext. Reverse	\$ 324.00 _____	\$ 87,156.00 _____
34	FRGT-PARTS- GROUND Ground Freight – Parts Only Freight estimate	\$ 34.00 _____	\$ 1156.00 _____

Total Cost \$ 88,312.00 _____

F.O.B Delivered to:

Attention: Mel Evans
Oakland Terminal
Suburban Mobility (SMART)
2021 Barrett Drive
Troy, MI 48084 US

Estimated Delivery Date/Time December 20, 2021 _____

DATE: December 2, 2021 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: General Manager
FROM: Procurement Department APPROVED BY: Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #3 Trapeze OPS Accrual Generation Module

RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase change order action:

- For the purchase of OPS Accrual Generation Module
- to Trapeze Software Group located at 5265 Rockwell Dr. NE, Cedar Rapids, IA
- at a cost of \$138,346.00

DISCUSSION

On September 30, 2020 SMART entered into a contract with Trapeze for OPS automated dispatching and scheduling software. The purchase order change action (POCA #3) is for the OPS Accrual Generation Module and one-year support and maintenance. Trapeze will install, test and implement the module to track staff vacation, sick time and other accruals for use in timekeeping, dispatching and driver bids on routes. The additional funds exceed the threshold as stipulated in SMART Board Policy #1.

FUNDING & COSTS:

The additional funds for this project are funded via: Project No. 36543 & 42140 Federal No. MI-90-X678 & MI-2020-061 (5307) State No. 2012-0170 P17 & 2017-0130 P24

The summary of the original purchase and POCA is as follows:

Stage	Date Board Approval/Requested	Work	Cost
Original Project	September 24, 2020	Trapeze OPS automatic dispatching & scheduling software, timekeeping, interface with payroll to include installation, testing, warranty and maintenance for 5 years.	\$1,794,760.00
POCA #1	May 27, 2021	OPS to EAM integration service	\$40,613.00
POCA #2	June 24, 2021	OPS display board and one year maintenance	\$46,149.00
POCA #3	TBD	OPS accrual generation module and one year maintenance	\$138,346.00
		Cumulative TOTAL	\$2,019,868.00

ATTACHMENTS:

- Resolution

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a
Purchase Order Change Action (POCA) #3 – Trapeze OPS Accrual Generation Module

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is requesting a Purchase Order Change Action for Trapeze OPS Accrual Generation Module; and
- Whereas, A POCA #3 submitted in the amount of \$138,346.00 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA #3 in the amount of \$138,346.00 will be funded via Project No. 36543 & 42140 Federal No. MI-90-X678 & MI-2020-061 (5307) State No. 2012-0170 P17 & 2017-0130 P24; and
- Whereas, The Director of Finance is satisfied that Trapeze has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Trapeze is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #3 in the amount of \$138,346.00 to Trapeze.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date

Board Secretary

No. _____

DATE:	December 2, 2021	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Procurement Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #1 Non-Warranty Cummins Engine Parts and Repair Services

RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase change order action:

- For the purchase of Non-Warranty Cummins Engine Parts and Repair Services
- to Cummins Sales and Service, Inc. located at 54250 Grand River Ave, New Hudson, MI 48165
- at a cost of \$105,000.00

DISCUSSION

On April 1, 2020 SMART entered into a contract with Cummins Sales and Service for non-warranty Cummins Engine parts and repair Services. When the annual amount was set in the solicitation, most of our 2016, 2017 and 2018 fixed route buses were still covered by warranty. In the last year and moving forward, most of those vehicles are now out of warranty, significantly increasing our needs for these services and parts. Purchase order change action (POCA #1) in the amount of \$105,000 is needed to fund the contract until March 31, 2023. The additional funds exceed the allowable threshold as stipulated in SMART Board Policy #1.

FUNDING & COSTS:

The additional funds for this project are funded via: Operating Funds.
 The summary of the original purchase and POCA is as follows:

Stage	Date Board Approval/Requested	Work	Cost
Three-year Base Period	4/1/20 – 3/31/23	Non-warranty Cummins Engine Parts and Repair Services	\$ 75,000.00
POCA #1	TBD	POCA #1 \$105,000 for the base year contract	\$ 105,000.00
		New total for base term	\$180,000.00

ATTACHMENTS:

- Resolution /MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a
Purchase Order Change Action (POCA) #1
Non-Warranty Cummins Engine Parts and Repair Services

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is requesting a Purchase Order Change Action for additional funds needed to fund the contract until March 23, 2023. Also, it has been determined the option year cost needs to increase to \$70,000 to meet the needs of the department; and
- Whereas, A POCA #1 submitted in the amount of \$102,000.00 and the increase amount of the option years to \$70,000 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA #1 in the amount of \$105,000.00 and \$70,000 per year for the option years will be funded via Operating Funds; and
- Whereas, The Director of Finance is satisfied that Cummins Sales and Service. has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Cummins Sales and Service is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$105,000.00 to Cummins Sales and Service, bringing the new maximum total for the three year base term to \$180,000.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

_____ Date

_____ Board Secretary

No. _____

DATE:	December 2, 2021	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Procurement Department	APPROVED BY:	Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #1 for LETC Monroe City Hall Transfer Station Project

RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase change order action:

- For the purchase of additional modifications to the LETC Monroe City Hall Project
- to LaSalle Construction Services located at 30375 Northwestern Hwy, Farmington Hills, MI 48334
- at a cost of \$41,911.89

DISCUSSION

In March 31, 2021 the Board approved a contract with LaSalle Construction Services for LETC Monroe City Hall Waiting & Transfer Area Project. SMART requires additional funds exceeding the allowable threshold as stipulated in SMART Board Policy No. 1. The price submitted is consistent with the original pricing submitted for the competitive contract. LETC’s staff and our A/E contractor, Hubbell Roth & Clark have determined that the cost as outlined in Bulletins 1, 2, and 3 is fair and reasonable.

FUNDING & COSTS:

The additional funds for this project are funded via: Project No. 40940 Federal No. MI-2018-018 State No. 2017-0130 P11

The summary of the original purchase and POCA is as follows:

Stage	Date Board Approval/Requested	Work	Cost
Original Project	3/31/2021	LETC Monroe City Hall Waiting & Transfer Area Renovations.	\$775,000.00
POCA #1	12/2/2021	Change Order (POCA #1) consists of 3 bulletins. 1. Bulletin 1 - A new ATM will not be installed. The space previously allocated of a new ATM will be finished for use as a storage room by the City of Monroe. 2. Bulletin - A new glass storefront is to be installed in lieu of brick for the infill following removal of the existing sliding glass door. 3. Bulletin 3 - The canopy has been redesigned to allow its footings to be installed in locations that clear underground obstructions identified at the site.	\$41,911.89
		Cumulative TOTAL	\$816,911.89

ATTACHMENTS:

- Resolution
 - Bulletins 1, 2, and 3
- /AJB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a
Purchase Order Change Action (POCA) #1
Additional Modifications for the LETC Monroe City Hall Transfer Station Project

- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is requesting a Purchase Order Change Action for additional modifications for the LETC Monroe City Hall Transfer Station Project; and
- Whereas, A POCA #1 submitted in the amount of \$41,911.89 exceeds the allowable change order threshold, as stipulated in SMART Board Policy No. 1; and
- Whereas, Funding for this POCA #1 in the amount of \$41,911.89 will be funded via Project No. 40940 Federal No. MI-2018-018 State No. 2017-0130 P11; and
- Whereas, The Director of Finance is satisfied that LaSalle Construction Services has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that LaSalle Construction Services is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA #1 in the amount of \$41,911.89 to LaSalle Construction Services.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date

Board Secretary

No. _____



**LAKE ERIE TRANSIT TRANSFER STATION
MONROE CITY HALL
BULLETIN NO. 1**

MAY 18, 2021

SMART PO NO. 102576

CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: LaSalle Construction Services

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

GENERAL

This Bulletin contains changes in the scope of the work listed below. The Contractor shall state the change in cost to complete the work described herein as an increase or decrease to the total contract cost. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

REVISIONS

1. A new ATM will not be installed. The space previously allocated for installation of a new ATM will be finished for use as a storage room by the City of Monroe.
2. The following Drawings have been revised and are included with this Bulletin.
 - CD-1, Civil Details
 - S-1, Structural Framing
 - A-3, Proposed Floor Plan, Schedules, and Details
 - A-4, Exterior Elevations
 - A-5, Exterior Wall Sections and Details
 - E-1, Power Plan
 - E-2, Lighting Plan



HRC Job No. 20190655

CHANGE IN COST

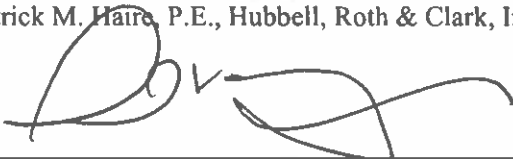
Based on the revisions contained in this Bulletin, the proposed contract cost change is provided below.

	Description of Work	Unit	Quantity	Unit Price	Increase or Decrease	Contract Change
1	Section 1 – Site Work					
	Bollards at ATM Machine	EA	- 2	\$750.00	Decrease	- \$1,500.00
2	Section 2 – Structural Construction					
3	Section 3 – Architectural					
4	Section 4 – Mechanical Construction					
5	Section 5 – Electrical Construction					
6	Net Change – Total of Items 1 through 5					
7	General Requirements Cost Change – Item 6 x 0.15					
Total Contract Change – Item 6 + Item 7						\$6,850.84

Original Contract Value	\$774,999.88
Contract Change Order No. 1	\$6,850.84
All Prior Change Orders	\$0.00
New Contract Value	\$781,850.72

Accepted by: *Gino Palermo* 5/28/21
 LaSalle Construction Services

Recommended by: Patrick Haire, P.E.
Digitally signed by Patrick Haire, P.E.
 DN: C=US, E=phaire@hrcengr.com, O=Hubbell, Roth & Clark, Inc., CN=Patrick Haire, P.E.
 Reason: I am the author of this document
 Date: 2021.08.04 07:26:06-0400
 Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.

Approved by: 
 Paul Vajcner, Lake Erie Transit





**LAKE ERIE TRANSIT TRANSFER STATION
MONROE CITY HALL
BULLETIN NO. 2**

OCTOBER 29, 2021

SMART PO 102576

CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: LaSalle Construction Services

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

GENERAL

This Bulletin contains changes in the scope of the work listed below. The Contractor shall state the change in cost to complete the work described herein as an increase or decrease to the total contract cost. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

REVISIONS

A new glass storefront is to be installed in lieu of brick for the infill following removal of the existing sliding glass door.

ATTACHMENT

New Storefront Shop Drawing



CHANGE IN COST

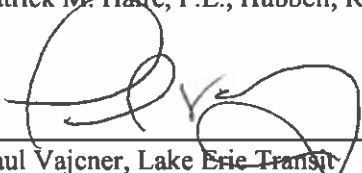
Based on the revisions contained in this Bulletin, the proposed contract cost change is provided below.

	Description of Work	Unit	Quantity	Unit Price	Increase or Decrease	Contract Change
1	Section 1 – Site Work					\$0.00
2	Section 2 – Structural Construction					\$0.00
3	Section 3 – Architectural				Increase	\$4,036.00
4	Section 4 – Mechanical Construction					\$0.00
5	Section 5 – Electrical Construction					\$0.00
6	General Requirements Cost Change				Increase	\$404.00
Total Contract Change					Increase	\$4,440.00

Original Contract Value	\$774,999.88
Contract Change Order No. 2	\$4,440.00
All Prior Change Orders	\$6,850.84
New Contract Value	\$786,290.72

Accepted by: *Gino Palermo* 10/29/21
 LaSalle Construction Services

Recommended by: Patrick Haire, P.E.
Digitally signed by Patrick Haire, P.E.
 DN: c=US, e=phaire@hrcengr.com, o=Hubbell, Roth &
 Clark, Inc., CN=Patrick Haire, P.E.
 Reason: I am the author of this document
 Date: 2021.10.29 13:50:28-04'00'
 Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.

Approved by: 
 Paul Vajcner, Lake Erie Transit



**LAKE ERIE TRANSIT TRANSFER STATION
MONROE CITY HALL
BULLETIN NO. 3**

NOVEMBER 15, 2021

SMART PO 102576

CONSULTING ENGINEER: Hubbell, Roth & Clark, Inc.

CONTRACTOR: LaSalle Construction Services

This Bulletin is issued after the award of the Contract to provide for changes in the work.

The Contractor will be held to furnish material and labor required for completion of the work described, including items incidental thereto or necessary to complete the work properly, even though not specifically mentioned. The Request for Proposals, General Conditions, General Requirements, and other relevant contract specifications for the original work are to govern the work covered by this Bulletin unless otherwise mentioned.

GENERAL

This Bulletin contains changes in the scope of the work listed below. The Contractor shall state the change in cost to complete the work described herein as an increase or decrease to the total contract cost. Pricing shall include costs for labor, materials, equipment, and insurance. After the Owner has approved the cost, the Contractor's Purchase Order will be amended accordingly. The proposed cost change is not authorized until the amended Purchase Order has been issued.

REVISIONS

1. The canopy has been redesigned to allow its footings to be installed in locations that clear underground obstructions identified at the site.
2. Modifications have been made to the site work and canopy installation details to allow for use of the site over the winter months, then installation of the canopy in the spring.
3. The door stoop has been revised.
4. The following Drawings have been revised or added and are included with this Bulletin.
 - C-3, New Site Plan
 - CD-1, Civil Details
 - CD-2, Civil Details
 - CD-3, Civil Details
 - A-7, Revised Canopy Layout Plan



CHANGE IN COST

This Bulletin includes the cost increase for modifications to the canopy, as well as additional material testing and construction layout required based on the canopy revisions. Based on the revisions contained in this Bulletin, the proposed contract cost change is provided below.

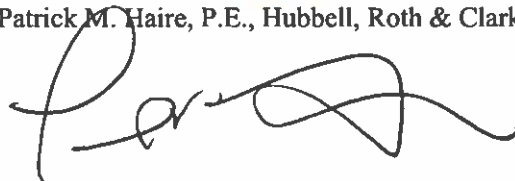
Description of Work		Increase or Decrease	Contract Change
1	Section 1 – Site Work – Material Testing and Construction Layout	Increase	\$5,500.00
2	Section 2 – Structural Construction – Canopy Modifications	Increase	\$21,127.00
3	Section 3 – Architectural		\$0.00
4	Section 4 – Mechanical Construction		\$0.00
5	Section 5 – Electrical Construction		\$0.00
6	General Requirements (15%)	Increase	\$3,994.05
Total Contract Change		Increase	\$30,621.05

Original Contract Value	\$774,999.88
Contract Change Order No. 3	\$30,621.05
All Prior Change Orders	\$11,290.84
New Contract Value	\$816,911.77

Accepted by: *Gino Palermo* 11/15/21
 LaSalle Construction Services

Recommended by: Patrick Haire, P.E.
 Patrick M. Haire, P.E., Hubbell, Roth & Clark, Inc.

Digitally signed by Patrick Haire, P.E.
 DN: cn=US, e=p.naire@hrcengr.com, o=Hubbell,
 Roth & Clark, Inc., cn=Patrick Haire, P.E.
 Reason: I am the author of this document
 Date: 2021.11.15 13:17:10-05'00'



DATE: December 2, 2021 DISPOSITION SOUGHT: Board Approval
TO: SMART Board of Directors SUBMITTED BY: Deputy GM
FROM: Capital and Grants Programs

SUBJECT: FTA CARES Act Program: Revised Recommendations Supporting Community and Agency Based Transit Programs (Revision #3)

RECOMMENDATION

That the Board adopts the attached resolution approving the revised CARES Act Program funds for SMART's local and nonprofit transit providers.

DISCUSSION

In an effort to provide emergency assistance during the COVID-19 pandemic, the CARES Act was signed into law on March 27, 2020. SMART was allocated a total of \$58,578,005 and \$3,000,000 of that total was designated to support its local transit partners. Capital, operating, and other expenses generally eligible under the 5307 program are eligible under the CARES Act, especially if they help to prevent the spread, prepare for, and generally respond to the COVID-19 pandemic.

The initial allocation of CARES funds for the community-based transit partners occurred two months into the pandemic. Since, SMART's partners adopted varying levels of service and responses to the demands of their riders. This generated new information regarding the financial needs of many of these local community-based, agency, and non-profit transportation partners. Some partners indicated that they need significantly more funds, while others are unsure if they can utilize the original amount allocated.

This recommended action covers West Oakland Transportation Authority (WOTA), which has been coordinating their efforts with SMART as they grow their services to respond and support their four communities needs as we continue through the COVID pandemic. In March and again in August 2021, the Board approved a revised list of recommendations for CARES funding levels for its local and agency partners in Oakland and Macomb counties. SMART, upon Board approval, shall submit the updated list of projects and costs to the FTA.

The WOTA additional funds of \$448,868 represents a significant increase and makes that subrecipient the highest funded CARES Community Support recipient. SMART staff have met with the program director and members of their Board to reinforce **that these funds are one-time money that will not be able to leverage future on-going formula or discretionary funds from SMART, the RTA, or the state.** Their proposed expenses are eligible for CARES funding and designed to provide increased service and support for their communities during and as we emerge from the pandemic, but they have been advised to develop plans and set expectations now for the need to find new funding in the future to continue any programs and services deployed with this Community Support funding. SMART is proud of our efforts, which were not required or encouraged, to implement our program to pass through Federal COVID support funding to our dozens of community partners. We will continue to work with all agencies, communities and partners during these difficult times to ensure maximum mobility across the region.

ATTACHMENTS:

1. Resolution
2. Summary of CARES Act Program Amendments: Community Partners
3. Proposed Amended FY2020 5307 CARES Act Program of Projects

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of the Authority's Third Revision of FY2020 CARES Act Program Funds Supporting
Community and Agency Based Transit Programs

- Whereas, the SMART Board of Directors is responsible for the design, implementation, and oversight of public transportation in suburban Macomb, Oakland, and Wayne counties; and
- Whereas, Pursuant to Federal Transit Administration (FTA) guidelines, the Authority submitted and has made known, by formal resolution, a Program of Projects to the FTA under provisions of 49 U.S.C. 5307 as amended; and
- Whereas, The Program of Projects for FY 2020 CARES Act funding includes a list of approved projects to be funded by Federal capital, and operating financial assistance; and
- Whereas, The RTA provided approval for SMART to make direct application to the FTA based on approved funding levels; and
- Whereas, SMART has gathered information identifying SMART's transit partners' COVID-19 expenses in excess of the allocations listed at the May 28, 2020 SMART Board of Directors meeting; and
- Whereas, SMART made previous revisions to the program in March and August 2021, and SMART wishes again to amend the amounts to be made available to its transit partners in order to enable the continued operation of safe and reliable transit services during the COVID-19 Pandemic; now, therefore be it
- Resolved, That the Board of Directors of SMART authorizes SMART to adopt revised funding amounts to be made available to its transit partners and for this information to be submitted as a revision to the Program of Projects for CARES Act funding to the FTA in compliance with the requirements of 49 U.S.C. Section 5307, as amended.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on December 2, 2021.

Date

Board Secretary

No. _____

CARES Act Program Amendments: Community Partners

March 25, 2021: Approved

CARES Recipient	CARES Project #	Add'l Amount Requested	Purpose
Macomb			
Macomb Community Action	41240	\$150,000	Operations & Administration
Mount Clemens	41250	\$138,000	Operations, PPE & other supplies & Services
RLEMS	41270	\$55,000	Operations Staff
Oakland			
Independence Township	41450	\$11,000	PPE and Transportation Software
Madison Heights	41510	\$23,040	Operating Expenses
Oak Park	41570	\$75,000	Program supplies
Royal Oak Township	41600	\$57,341	Operating Expenses
Western Oakland Trans Authority (WOTA)	41660	\$235,791	Operating Expenses

August 26, 2021: Approved

CARES Recipient	CARES Project #	Add'l Amount Requested	Purpose
Wayne			
Brownstown Township	41690	\$1,700	PPE & other supplies & services
Nankin Transit	41820	\$232,934	Operations, PPE & other supplies & Services
Pointe Area Assisted Transportation Service	41840	\$60,000	Operating Expense
PEAC	41850	\$62,500	Operations, PPE & other supplies & Services
Plymouth Township	41880	\$15,500	PPE & other supplies & services
Taylor	41960	\$8,000	PPE & other supplies & services

December 2, 2021: Proposed

CARES Recipient	CARES Project #	Add'l Amount Requested	Purpose
Wayne			
Western Oakland Trans Authority (WOTA)	41660	\$448,868	Operating Expenses

FY2020 5307 CARES Act

Program of Projects

As of December 2, 2021

Additional details of the projects can be found on file with SMART by request.

Project Description	FY Funding	Recipient	Recipient Status	Adoption Date	Category	FTA Amount	STATE Amount	Local Recipient	Total Project Cost
Operating									
	2020	SMART^	Public		A	29,672,841			29,672,841
	2020	LETC^M	Public		A	3,179,661			3,179,661
Total Operating						\$32,852,502	\$0	\$0	\$32,852,502
Capital#									
	2020	SMART	Public		A	24,738,365			24,738,365
Total Capital						\$24,738,365	\$0	\$0	\$24,738,365
Community Support##									
Macomb County Assistance	2020	CCSEM	Non-Profit		A	3,800			3,800
	2020	CLINTON TWP	Public		A	75,150			75,150
	2020	FRASER	Public		A	11,250			11,250
	2020	HARRISON	Public		A	19,080			19,080
	2020	IVC	Non-Profit		A	52,500			52,500
	2020	MCA	Public	Incr 3/21	A	152,600			152,600
	2020	MT. CLEMENS	Public	Incr 3/21	A	164,174			164,174
	2020	RARE	Public		A	61,920			61,920
	2020	RLEMS	Public	Incr 3/21	A	291,507			291,507
	2020	SHELBY	Public		A	60,990			60,990
	2020	ST. CLAIR SHORES	Public		A	46,350			46,350
	2020	STAR Transportation	Non-Profit		A	28,250			28,250
	2020	STERLING HEIGHTS	Public		A	100,710			100,710
	2020	WARREN	Public		A	110,490			110,490
Oakland County Assistance	2020	AUBURN HILLS	Public		A	16,620			16,620
	2020	BERKLEY	Public		A	11,610			11,610
	2020	BLOOMFIELD TWP.	Public		A	72,390			72,390
	2020	BRANDON	Public		A	16,020			16,020
	2020	CLAWSON	Public		A	9,180			9,180
	2020	COMMERCE TWP	Public		A	27,840			27,840
	2020	FARMINGTON HILLS	Public		A	87,445			87,445
	2020	FERNDALE	Public		A	15,450			15,450
	2020	FRTA	Non-Profit		A	18,175			18,175
	2020	HAZEL PARK	Public		A	12,750			12,750
	2020	HOLLY VILLAGE OF	Public		A	13,710			13,710
	2020	HUNTINGTON WOODS	Public		A	4,830			4,830
	2020	INDEPENDENCE TWP.	Public	Incr 3/21	A	49,460			49,460
	2020	JFS	Non-Profit		A	143,202			143,202
	2020	JVS	Non-Profit		A	2,200			2,200
	2020	KEEGO HARBOR	Public		A	2,310			2,310
	2020	LATHRUP VILLAGE	Public		A	3,150			3,150
	2020	LYON TWP	Public		A	11,280			11,280
	2020	MADISON HEIGHTS	Public	Incr 3/21	A	46,040			46,040
	2020	MILFORD TWP	Public		A	7,410			7,410
	2020	MILFORD VILLAGE	Public		A	4,800			4,800
	2020	NEXT	Non-Profit		A	26,910			26,910
	2020	NOTA	Public		A	109,386			109,386
	2020	NOVI	Public		A	42,990			42,990
	2020	OAK PARK	Public	Incr 3/21	A	97,770			97,770
	2020	OPC	Non-Profit		A	78,000			78,000
	2020	ROYAL OAK CITY OF	Public		A	46,380			46,380
	2020	ROYAL OAK TWP	Public	Incr 3/21	A	59,231			59,231
	2020	SOUTH LYON	Public		A	8,790			8,790
	2020	SOUTHFIELD	Public		A	55,710			55,710
	2020	TROY	Public		A	62,880			62,880
	2020	WEST BLOOMFIELD	Public		A	50,220			50,220
	2020	WHITE LAKE	Public		A	3,360			3,360

Project Description	FY Funding	Recipient	Recipient Status	Adoption Date	Category	FTA Amount	STATE Amount	Local Recipient	Total Project Cost
Wayne County Assistance	2020	WIXOM	Public		A	10,470			10,470
	2020	WOTA	Public	Incr 3/21 & 12/21	A	812,989			812,989
	2020	ALLEN PARK	Public		A	21,900			21,900
	2020	BELLEVILLE	Public		A	3,090			3,090
	2020	BROWNSTOWN TWP	Public	Incr 8/21	A	25,490			25,490
	2020	DCC	Non-Profit		A	7,500			7,500
	2020	DEARBORN	Public		A	76,200			76,200
	2020	DEARBORN HEIGHTS	Public		A	44,850			44,850
	2020	ECORSE	Public		A	7,380			7,380
	2020	FLAT ROCK	Public		A	7,680			7,680
	2020	GIBRALTAR	Public		A	3,600			3,600
	2020	GOLDEN SERVICES	Non-Profit		A	32,500			32,500
	2020	GROSSE ILE TWP	Public		A	8,040			8,040
	2020	HURON TWP	Public		A	12,330			12,330
	2020	LINCOLN PARK	Public		A	29,610			29,610
	2020	LIVONIA	Public		A	75,270			75,270
	2020	MELVINDALE	Public		A	8,310			8,310
	2020	NANKIN	Non-Profit	Incr 8/21	A	423,134			423,134
	2020	NORTHVILLE TWP	Public		A	26,790			26,790
	2020	PAATS	Non-Profit	Incr 8/21	A	106,440			106,440
	2020	PEAC	Non-Profit	Incr 8/21	A	125,000			125,000
	2020	PCS	Non-Profit		A	9,150			9,150
	2020	PLYMOUTH	Public		A	7,080			7,080
	2020	PLYMOUTH TWP	Public	Incr 8/21	A	36,860			36,860
	2020	REDFORD TWP	Public		A	37,560			37,560
	2020	RIVER ROUGE	Public		A	6,150			6,150
	2020	RIVERVIEW	Public		A	9,690			9,690
2020	ROCKWOOD	Public		A	2,550			2,550	
2020	ROMULUS	Public		A	18,630			18,630	
2020	SOUTHGATE	Public		A	23,340			23,340	
2020	SUMPTER	Public		A	7,410			7,410	
2020	TAYLOR	Public	Incr 8/21	A	57,020			57,020	
2020	TRENTON	Public		A	14,640			14,640	
2020	VAN BUREN	Public		A	22,380			22,380	
2020	WOODHAVEN	Public		A	9,990			9,990	
2020	WYANDOTTE	Public		A	20,100			20,100	
TotalCommunity Support						\$4,547,393	\$0	\$0	\$4,547,393
GRAND TOTAL						\$62,138,260	\$0	\$0	\$62,138,260
Notes:	*All CARES Act projects included in this document were programmed based on actual accrual of costs and estimated future expenses to prepare, prevent and respond to the COVID-19 Crisis.								
	**The RTA has allocated a total of \$58,578,005(FTA) in CARES Act funds to SMART.								
	^SMART's operating costs include actual and estimated costs for FY2020 and FY2021. Also included are additional Micro-Transit Zones beyond those identified in COA process and funding to support SMART operated community transportation service in Pontiac and Hamtramck								
	^^LETC funding amount includes \$1,050,768 from Toledo Urbanized Area apportionment and \$2,128,893 from Michigan Governor's Appropriation								
	#Capital costs include several fixed route bus retrofit items, bus stop communication upgrades, and vehicle purchase costs.								
	##An additional 75% of the annual amount of Municipal Credits and/or 25% of 5310 operating assistance, or an amount based on reported needs, is available to each agency on a reimbursement basis, for transportation costs related to the COVID-19 Crisis								
	Red, Italic Red FTA Amount (SMART Operating) has been reduced to support increased awards to Community Support projects below								
	Bold, Italic Blue FTA Amounts are increased awards from March 2021 Board Approval								
	Bold, Italic Green FTA Amounts are increased awards from August 2021 Board Approval								
	Bold, Italic Purple FTA Amounts are increased awards from December 2021 Board Approval								
Subrecipient Codes:									
	CCSEM	Catholic Charities of Southeast Michigan							
	DCC	Downriver Community Conference							
	FRTA	Freedom Road Transportation Authority							
	IVC	Interfaith Volunteer Caregivers							
	JFS	Jewish Family Service of Metropolitan Detroit							
	LETC	Lake Erie Transit Commission							
	MCA	Macomb Community Action							
	NEXT	Birmingham Next							
	NOTA	North Oakland Transportation Authority							
	OPC	Older Persons' Commission							
	PAATS	Pointe Area Assited Transportation Services							
	PEAC	Program to Educate All Cyclists							
	PCS	Peoples Community Services							
	RARE	Recreational Authority of Roseville and Eastpointe							

Project Description	FY Funding	Recipient	Recipient Status	Adoption Date	Category	FTA Amount	STATE Amount	Local Recipient	Total Project Cost
	<i>RLEMS</i>	<i>Richmond Lenox EMS Ambulatory Authority Community Transit</i>							
	<i>STAR</i>	<i>Senior Transportation Through Advance Registration</i>							
	<i>WOTA</i>	<i>Western Oakland Transportation Authority</i>							